




## City of Riverside Administrative Manual

Effective Date: 07/2009  
 Review Date: 07/2012  
 Prepared by: City Mgr/Finance

Approved:

  
 Department  
 City Manager

### SUBJECT:

### Vehicle Purchases

### PURPOSE:

To establish a procedure for the purchase of replacement or additional vehicles.

### POLICY:

Purchasing will coordinate all vehicle purchases with the Fleet Management Division and requesting departments with the exception of the Police Department. The Police Department will comply with steps 2, 3, 7, & 12 noted below.

### PROCEDURE:

| Responsibility         | Action   |
|------------------------|--|
| Fleet Management       | 1. Prior to budget preparation, prepares and sends Technical Inspection Report, Form No. 911-16, to those departments whose vehicles are recommended for replacement based on maintenance and repair record, and accumulated replacement points.   |
| Originating Department | 2. Prepares Purchase Requisition for vehicles approved in the final annual budget document and obtains electronic approvals.<br>3. Verifies that all Purchase Requisitions are for approved budget items.<br>4. Submits vehicle requirement to Fleet Management for preparation of technical bid specifications. |
| Fleet Management       | 5. Coordinates preparation of technical specifications with originating department.<br>6. Obtains approval of final technical specifications from originating department.<br>7. Forwards Vehicle Specifications and Recommendation Memo to Purchasing.   |
| Purchasing             | 8. Prepares formal or informal bid package.<br>9. Advertises for vehicle bids on City website for Online Bidding.<br>10. Forwards notice inviting bids to potential bidders.   |

**PROCEDURE:**

| <b>Responsibility</b>                   | <b>Action</b>   |
|---|---|
| Originating<br>Department<br>Purchasing | 11. Receives and opens bids electronically. Evaluates bids received with Fleet Management to determine lowest responsive and responsible bid. |
|   | 12. Prepares and submits Council memorandum on bid.   |
|   | 13. Issues Purchase Order to vendor.  |
|   | 14. Coordinates with Fleet Management on disposition of replaced vehicles.  |

## **VEHICLE PURCHASES**

### **UNDER POLICY,**

**Add step # 7 for Police Department to comply with.**

**Item# 2:** ADD: (after document.) and obtains electronic approval

**Item# 7: Change to:** Forwards Vehicle Specifications and Recommendation Memo to Purchasing.

**Item# 9:** Eliminate

**Item#10: Change to:** Advertises for vehicle bids on City Website for Online Bidding.

**Item#12: Change to:** Received and opens bids electronically. Evaluates .....bid.